# Approved For Release 2003/04/17: CIA-RDP78-03991A000400040041-8

7 October 1954

TO

Chief, Technical Review and Policy Staff

FROM

Chief, Administrative Staff

SUBJECT: Weekly Activity Report

### GENERAL

a. Agency Regulations (continued item)

10 concurrence with proposed Regulation "Security Officers" was forwarded to the Regulations Control Staff on 5 October 1954.

b. Logistics Office Notices and Instructions (continued item)

- (1) LI 1-140-1 through LI 1-140-11 "Logistics Office Organization and Functions" have been forwarded to Logistics components for concurrence and comments.
- (2) A Logistics Instruction regarding Forms Control within the Office is being coordinated prior to issuance.

## PROJECTS AND STUDIES IN PROGRESS

a. Logistics Support Course (continued item)

Conferences have been held with Procurement and Supply personnel this week in preparation for the Fifth Logistics Support Course.

b. Records Survey (continued item)

No change.

Establishment of Unvouchered Allotment Account for Unvouchered Headquarters Transportation Charges (continued item)

The first draft of the proposed procedure for controlling the consolidated Agency "03" Transportation of Things allotment has been completed and is in process of being reviewed by the Chief of the Technical Accounting Staff, Comptroller's Office.

25X1

#### SECRET

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|------------|--|------------------|
| đ.         | Assignment of Responsibility to Logistics Office for Initial Distribution of Agency Regulatory Issuances (continued item)  |                  |
|            | No change.   |                  |
| e.         | Staff Support for the Headquarters Board of Survey (continued 1tem)  |                  |
|            | No change.   |                  |
| ſ.         | FY 1956 Budget Supporting Data (new and completed item)  |                  |
| ver<br>for | The Budget and Fiscal Branch provided the Budget Division, ptroller's Office, with the following schedules and tables which to be submitted to the Bureau of the Budget as supporting data the FI 1956 estimates: Work Distribution by Activity, Administive Costs, and Schedule of Reimbursements and Advancements. |                  |
| g.         | Action Indicator for Project (new item)  | 25X1A2G          |
|            | Procedure for use of an action indicator on routine logistical munications stemming from Project is being worked out h WE Division.  | 25X1A2G          |
| h.         | Management Survey (new item)   | : 1<br>: _       |
| det        | A survey of the Mail and Courier Branch is being conducted to ermine the additional staffing necessary in providing for new prior service between Quarters I and   | 25X1             |
| OTE        | ER ITEMS OF INTEREST   |                  |
| 8.         | Personnel and Training (continued item)  |                  |
|            | (1) Personnel Report (continued item)  | -<br>-<br>-<br>- |
|            | The on-duty strength for the week ending 6 October 1954 is   | 25X9A2           |
|            | (2) Besic Intelligence Course (continued item)   | ;                |
|            | No change.   |                  |
|            | (3) Logistics Supervisory Training Program (continued item)  | ;<br>;<br>;      |
|            | Two additional career service meetings in conjunction with this program were held this week. A total of 30 supervisors attended.   |                  |
|            |  |                  |

3.

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|     | Fir. TSS, began a three week on-the-job training program at Warehouse this week.  | 25X1A9A<br>25X1A6A |
|-----|---|--------------------|
|     | (5) Agency Orientation Course (new and completed item)  |                    |
|     | Thirty Logistics employees are attending this four day program at the Department of Agriculture auditorium this week.   |                    |
|     | (6) Applications for Membership in CIA Career Staff (continued item)  |                    |
|     | Two-thirds of the applications of personnel eligible for<br>the Career Staff have been received.  |                    |
|     | (7) LO Promotions Resulting from Classification Survey (new and completed item)   | :                  |
|     | Promotion actions resulting from the recent classification survey of the Logistics Office have been received from all Logistics components. All have been reviewed to insure compliance with CIA Regulation pointing up those which require exceptions thereto, and coordinating with the Divisions where necessary to obtain clarification of various questions when statements on Personnel Evaluation Reports or other pertinent data available is in conflict with the proposed actions. The promotion actions are being delivered to the Office of Personnel for processing this date. |                    |
| ъ.  | Request for Construction (continued item)   | ·<br>•             |
|     | No change.  |                    |
| c.  | Additional Courier Service (new and completed item)   | )<br>J             |
|     | At the request of, IO/D, the Mail and Courier Branch now making a daily pickup each morning at the Dept. of Labor for every to the IO/D mail registry, Room 1314 K Bldg. This pickup been incorporated into the present city delivery run.  | 25X1A9A            |
| del |   |                    |



| d. Hail and Courier Activities (continued item)  Hail Activities  Fost Office Mail  Incessing 4145 Outgoing 7105  Postage expended \$771.78 - 236  Postage expended \$771.78 - 33.49  Courier Activities  Scheduled courier trips 310 Special courier trips 74 Inter-Agency mail by courier Incessing 1457 - 553 Outgoing 2052  3509 - 62  e. Outline of Regulatory Issuances for Submission to DD/A (completed Item)  Composite outline of regulatory issuances completed and/or being developed by Logistics Office in FY 1955 will be submitted to the DD/A ca 8 October 1954.  f. Incentive Award Program (new and completed item)  Two Logistics employees (Supply Division) recently received monetary searchs as a result of employee suggestions. Mr. 25X1A9A  Types of carbon paper to be stocked; and Mr. received \$50 for his suggestion regarding the reduction in the types of carbon paper to be stocked; and Mr. received \$50 for his suggestion regarding the reduction in the types of carbon paper to be stocked; and Mr. received \$50 for his suggestion regarding the reduction in the types of carbon paper to be stocked; and Mr. received \$50 for his suggestion regarding the reduction in the types of carbon paper to be stocked; and Mr. received \$50 for his suggestion regarding the reduction in the types of carbon paper to be stocked; and Mr. received \$50 for his suggestion regarding the reduction in the types of carbon paper to be stocked; and Mr. received \$50 for his suggestion regarding the submitted to the DD/A \$50 for his suggestion regarding the submitted to the DD/A \$50 for his suggestion regarding the submitted to the DD/A \$50 for his suggestion regarding the submitted \$50 for his suggestion for his submitted \$50 for his submitted \$50 for his submitted \$50 for his submitted \$50 for |  | Approved For Release 2003/04/17  | · CIA-RDP78-03991A                               | .000400040041-8  |                  |
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|  |  | a. Freight Elevator at Tempo.  | (continued                                       | item)  | 25X1             |
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| en e   |  |  |  | •  | 1                |
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